

**BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS
MINUTES OF
AUGUST 25, 2004 MEETING**

The Board of Library, Archives and Public Records met at 10:00 a.m. on August 25, 2003 at the Arizona Library, Archives and Public Records, 1700 West Washington, Phoenix, Arizona 85007.

Members

Jake Flake, Speaker of the House, Chair
Arizona State House of Representatives
Ken Bennett, President of the Senate,
Arizona State Senate
Meg Burton-Cahill, Representative
Arizona House of Representatives
Harry Mitchell, Senator
Arizona State Senate

ASLAPR Staff

GladysAnn Wells, Director
Arizona State Library, Archives and Public Records
Jane Kolbe, Division Director
Library Development Division
Ken Evans, Director
Carnegie Center
Janet Fisher, Division Director
Law and Research Library Division
David Hooper, Director
Division Director, Museum Division
Linda Montgomery, Division Director
Braille and Talking Book Library
Richard Pearce-Moses, Director
Digital Government Information
Melanie Sturgeon Division Director
History and Archives Division
Michael Hawthorne, Director of Operations
Director's Office
Betsy Lazan, Librarian
Law and Research Library
Donna Mezaros
Law and Research Library
Lisa Bayer, Collections Manager
Arizona Capitol Museum
Malavika Muralidharan, Consultant
Public Library Development
Laura Stone, Consultant

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Library Development Division
Louise Boyd
Records Management Division
Maxine Herman
Director's Office
Pauline Strickland
Director's Office
Brenda Brandt, Educator and Community Outreach Manager
Museum Division
Leslie Norton
Carnegie Center
Claire Ferreira, Executive Assistant
Director's Office
Kristi Wisdom, Life Options Coordinator
Carnegie Center

Legislative Staff

Michael Braun, General Counsel
Arizona Legislative Council

Guests

Elizabeth Ruffner
2004 Women's Hall of Fame Coordinator
Bruce Ringwald
Arizona Department of Administration
Tom Simmons
Arizona Friends of Talking Books Board Advisor
Frank Vance
Friends of Talking Books Board Member
Representative Phil Hanson
Arizona House of Representatives
Doug Kupel
Friends of the Arizona Archives
Teri Metros, Director
Tempe Public Library
Betsy Stunz-Hall, Deputy Director
Tucson-Pima Public Library
Laura Sullivan, Vice President / President-Elect
Arizona Library Association
Toni Klaus, Director
Prescott Public Library
Rob Spindler, Head, Archives & Manuscripts
Arizona State University
Denise Keller, Director
Pinal County Library District
Roger Lidman, Director
Pueblo Grande Museum
Vince Anderson, Chairman
Library Advisory Board
Allison Ringness

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CALL TO ORDER

(Chairman, Speaker Flake) The meeting of the Board of Library, Archives and Public Records is called to order.

INTRODUCTIONS

I think you're ready for the meeting to begin. That's always a sign to me that it's time to start a meeting when people are in and visiting and happy and all of a sudden a calm comes over the thing, that it's time for this meeting to begin. So, let's start the meeting. I'm happy to welcome all of you out to the Board of Library Archives and Public Records Annual Meeting here at the State Capitol. I am Jake Flake, I'm the Speaker of the House and, because of that position, I am the Chairman of the Committee this year. We alternate that between the President and the Speaker. He was, the President was the Chair last year and this year, that responsibility falls upon me.

I would like to introduce to you the Members of the Board. They are legislative members. Myself as Chair; the Honorable Ken Bennett, President of the Senate, and the Honorable Harry Mitchell, Senator and Meg Burton-Cahill, Representative, are the Members of the Board and I'd like to turn the time over to the Director, GladysAnn Wells, to make any other introductions that she would like to make as we start this meeting.

(Wells) Thank you very much, Mr. Speaker. I am kind of overwhelmed with the attendance today. I will introduce some of you as we go through the program, but I'd like to mention your names near to what we're talking about and the special interest of yours. I would like to say, "thank you," to Representative Hanson who is way over there in the back, Mr. Speaker, who has joined us. And, also the President of the Arizona Library Association, Betsy Stunz-Hall, from Tucson Public Library; the President-Elect of the Library Association, Laura Sullivan, also from Tucson, they drove up this morning. I have here Teri Metros who's a past President from Tempe Public Library, Toni Kaus from Prescott Public Library and Rob Spindler from the Arizona State University Archives and Denise Keller from Pinal County Library. Roger Lidman is back there in the corner next to Vince Anderson. Roger is the Pueblo Grande Director. Vince is the Chair of our Advisory Board. I, oh, yes, there's Doug Kupel in the middle back and we all know him very, very well. Mr. Speaker, if it's all right, I'll go ahead and start with my summary for the Board.

ADOPTION OF MINUTES

(The Chair, Speaker Flake) The first item of business is the adoption of minutes from the August 13, 2003 meeting. I believe that all members were provided copies of the minutes in draft form. Are there any corrections to be noted?

Motion: (Chairman, Speaker Flake) I move that the minutes of the August 13, 2003 meeting be approved as mailed. (President Bennett) There has been a motion, is there a second? (Representative Burton-

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Cahill) second (Chairman, Speaker Flake) There has been a motion and second to adopt the minutes to the meeting of the August 13, 2003. Is there any discussion? All those in favor please say "aye." (President Bennett, Speaker Flake, and Representative Burton-Cahill) "Aye." (Chairman Flake) Any opposed say "nay." The Ayes appear to have it, do have it, and so ordered.

DIRECTOR'S REPORT

LIBRARY & ARCHIVES SNAPSHOT: FISCAL, STAFFING & SERVICES OVERVIEW

(Wells) You'll see you have one of our wonderful notebooks in front of you. Everything is color-coded, as you may have noticed from previous years. The first thing I have to say is a profound "thank you" for the approval of the \$2,000,000 for the design for the Polly Rosenbaum State Archives and History Building. The architect is DWL Architects and this is the proposal that they submitted [GAW hands the DWL proposal to President Bennett]. We had over 90 firms from around the country show interest in the building. Seven sent formal proposals and we interviewed four of those. I'd like to take a special moment to thank Mr. Ringwald, who I know is here somewhere in the audience who is part of the Department of Administration staff along with Susan Shearn who's been going through this with us. I told them I have to get this building built while he is still there. I absolutely trust them with my life. I thank the Friends of Arizona Archives, to whom we will be describing our progress, with the design team in planning and initial progress. We're working very, very hard. We'd like to have really hard figures and a basic design for the Members by the end of September, so that's moving pretty rapidly considering we only had permission to start July 1st.

ACCOMPLISHMENTS

You have also in your notebook the Report of Accomplishments and that is in bright canary yellow this year. And, in, just before that, you'll see a lavender section. That's my Director's Report and I'll be using that throughout the meeting. It includes the motions that we are going to be requesting of you today which were discussed with all of you initially. I'm rather proud of our mighty little agency. Last year, we provided eighty-nine million items of direct service. That means we helped someone with something they needed for their job, their career, their families or their studies. The Performance Measures, which have a blue-covered sheet and are a little bit further down, do have a Summary Sheet that compares and contrasts the Summary Sheet used for the last couple of years and then includes all the back-up material so you can trace the numbers back and figure out that eighty-nine million pretty carefully. And, a special thank you to say to Richard Pearce-Moses for the work that went into that statistical summary. When you're an apples-and-oranges agency, like we are, it's sometimes harder to find, really hard, meaningful numbers and he's done a lot of work on that.

PERFORMANCE MEASURES - SUMMARY

Directly behind the lavender Director's Report, you'll see a Summary Chart. That's -- that's it, Mr. President -- that is very important because it gives you, on one page, for

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those of you looking for, page 35, it gives you a snapshot view of where we are. As you can see, the need for our services has risen steadily while our revenue has fallen. And, perhaps, to make the comparison more important than that is the seriousness of our staff situation. I say in the Report we have done more with less but we have now run out of less so the end of this meeting will be our Budget request. We also have today the Action Items. They're a whole section on the Agenda. Each one of the Action Items has back-up material explaining the reason that we're bringing it to you and also information you may use from some other states'. I'll go through that as we get there. As you know, our critical need remains space for our major collections as well as staff to provide services. And, with the entire nation, a major challenge, a vexing challenge, surrounding digital government information. I drove Mr. Mitchell crazy last year chasing bills, I think something like ninety bills that we were trying to make sure Library and Archives would be recognized in. I'd like to make a special acknowledgment to Joe Moore who's here representing the Auditor General. I understand Debbie's being audited herself today, which I find an interesting subject Joe's been a marvelous help to us as we worked on digital government information.

We've also included some quotes in your packet; it's on blue, on page 123. I wanted you to know that we're not struggling alone with born digital governmental information. Mr. Bruce James is the current U.S. Public Printer. He's responsible for the federal government information. And these are quotes from him as he tried to explain the dilemma of government information in a web-based world to Congress. And I'll just take a minute to read a couple of key phrases. Again, I quote Mr. James:

“understanding our true mission, the nature of what we do – printing, once the world’s only mass communications medium – has been eclipsed by revolutionary changes in electronic information technologies, principally, the Internet. While printing will not disappear on our lifetime, its role in our lives – and in the lives of those who depend our products and services – has been forever changed.”

Another note, as you will remember we are the regional federal depository for Arizona. So when the Public Printer says the government printing office needs to work with its library partners is to develop a new model with no-fee public access through the Federal Library Depository Program, that's us. We're working actively, with both Janet Fisher and Richard Pearce-Moses, at the national level to try to work through some of these issues. Because it really is irrelevant whether it's a federal document or state document, the issues remain the same. And finally,

“[neither the (government printing office) or any other government agency properly estimated the impact of ‘desk-top’ publishing on the creation, dissemination and preservation of (the) U.S. Government information. As a consequence, there is now a near total breakdown of government publishing standards.”

And that's true across the country and states because, while it is as easy as it is to put something up on the web and as helpful as that is to people in Show Low and Wilcox or

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wherever, let alone in Tempe and Phoenix, it doesn't stay there. And because it doesn't stay there, it's not a permanent record. So that's my part and I will say more about that as we go on.

I think the one thing that I would really like to do today is different. Usually, we have, you know, a whole bunch of people talking to you. Well, today, it's me. But I'd like to introduce you to your management team by way of a PowerPoint and give you some of the highlights of what we've been doing since you saw us last August. Somehow, we always end up with the Board Meeting in August. I'm not quite altogether sure why, but, here we are again and this year we have a PowerPoint for you. I think it's important for you to know how powerful, not to make a pun, your management team is. Many of you know that I've had other options and I've not been, seriously been, as tempted as I might have because of the quality of the team that we have here working for you. I do take some credit for having recruited some of them but they're the best and the brightest in the country and they could do anything.

INTRODUCTIONS

History and Archives Division

Dr. Melanie Sturgeon. She is the Director of our History and Archives Division and one of their major events is National History Day. [GAW begins visual screen demonstration]. This is an exhibit from National History Day. We had about 3,500 children across the State of Arizona in five regional competitions. Lori Devine of our staff couldn't be here today because she is away, but she's our point person on National History Day. We had 202 finalists come to the Capitol and this is why you have the letter from me begging for space. As you can see we're a tad on the cramped side. The students did everything from interview Navajo code-talkers and have panel discussions with Vietnam veterans and learn about the beginnings of Route 66. They had a fortunate to have 43 students to go on to the National Finals.

Another important event is the Arizona Archives Week. You'll note two of you are in the next picture. This historic courtroom was a wonderful site for Jana Bommersbach with the Winnie Ruth Judd story. Archives are used in primary research whether it's to chase facts, trace their family generations or to prove an historical hypothesis. We'd like this last slide to remind you of the end of the issues that we are facing as we try to preserve documents for those who need and use them. The Polly Rosenbaum History and Archives Buildings is, of course, our proposed solution. I'm very happy to note Polly's family has even started to work with us to refer papers into the Archives. And, also as a gentle reminder, that as your colleagues change professions or you change offices that you remember that we are very, very desirous of having the legislative papers. We are in that branch of government, after all.

(President Bennett) Can you take Legos and Styrofoam?

(Wells) You know, I've been thinking about that, ever since someone mentioned to me. I think we would make a wonderful exhibit out of them. That was a wonderful way of showing the budget problem to the Members last year. The President could finally help everyone understand.

Digital Government Information

Mr. Richard Pearce-Moses is our Director of Digital Government Information. Richard is the author of this heavy volume you have on the table in front of you. Think of it as a Webster's Dictionary for archival terms. He was the person that the national archives group and the groups across the nation chose to write this. This is all his work. I cannot imagine, you will note if you open it, the smallness of the print. It's now up for review and Richard tells me he's getting comments internationally. He is also the Vice-President, President-Elect, of the Society of American Archivists. He is doing national work in government information. He chairs our Digital Government Cluster and, in your glossary, there is his proposal for the preservation of web-based material. It's an important contribution in a significant national debate.

Braille and Talking Book Library

Linda Montgomery, Chair of our Administration Cluster and also the Director of our Braille and Talking Book Library. We depend on volunteers there as you've heard in the past, for 22,000 hours of volunteer work in that division alone worth over \$400,000 in real money if we'd had to pay for those services. We have a fairly famous volunteer that the Arizona Republic mentioned: Senator McCain came to narrate the preface to the book, Arizona Goes to War. Senator Kyle and Congressman Hayworth have both also come to the Braille Talking Book Library to be recorded. And Marshall Trimbell, also, did the foreword to the same book and so he came out and actually entertained the staff, I understand, as well. That little staff sends out 450,000 items a year and these are not just mailings, these are materials selected by reader preference so that, if you're interested in mysteries, you get mysteries, not westerns. If you're interested in documentaries, you get those, and not biographies. They field about 200 phone calls a day and they mail 1,800 items a day. Our staff is on the road constantly promoting this service, but this is another area you can help with. As you talk to people, as you meet people, especially this time of year when many of you are out meeting extra people, if you hear about somebody's aunt who's losing their sight or somebody's grandmother or hear about someone's in an accident and can't hold a book, please tell them about us. Word of mouth is the best way to pass information about this service. We're very, very privileged to have a very active Friends Group. Dr. David Rockwell is here, and Frank Vance is on the Board and also a patron and also Tom Simmons, an advisor to the Board and patron. Dr. Rockwell is Chair, the President of the Braille and Talking Book Library Friends Group.

Library and Archives Operations

Mr. Michael Hawthorne, new since we saw you last, is our Director of Operations. We thought we should give a before and after: before Michael tried to implement the new payroll and personnel system and then after. We thought, however, that levity was misplaced. It was quite an arduous task with everything you may heard about it. I'm glad I didn't get to do it. He's also spent some time reorganizing our facilities. As you can imagine it was more complicated because we have five separate buildings. With Michael Carman's retirement last May, we've had to redirect one-half F.T.E. to this effort and Louise Boyd is doing that for us right now.

Library Development

Dr. Jane Kolbe, Director of Library Development. State libraries around the country differ greatly. Some are very small, some like where I come from in New York are very big. But they all have library development responsibilities and that's all about library service being continuously improved for the people and the communities that we build around the library. We have the legal responsibility also for the dispensing of state grant in-aid, a program I'll talk to you a little bit more about later and our federal library funding. The impact of Library Services and Technology Act, see in your folder on page 78, is the packet that we brought to the Arizona Congressional Delegation last May. Every year, we report to them on what the federal money does in their districts and programs it supports and so forth. At the end of that, you find two charts. One is about our FirstSearch database which is a very general database, the chart is about the use of the set of databases graphic information that we pay for out of federal funds and the other is our ProQuest database which is a business database. We do an awful lot of economic development work with small businesses across the state, getting them the information that they need. We have a staff person who works very hard on these and also making it possible for Arizona libraries to qualify and to apply for E-rating, which is the universal service fund. We've been able to increase Arizona's receipt from about \$75,000 to \$3,000,000. And, if Mala has her way, she'll keep going. Mala Muralidharan is our point person on those things and has also done a great deal of work with planning. She's been responsible for our planning for success work, which actually resulted in one community having someone walk in and write a \$100,000 check to the library, they were so impressed with the work that had been done.

And with Teri Metros, is one of her teen planners, Allison Ringness. Allison is going to go to library school now. We're very happy Allison can be with us today.

The last, the next slide is Library Institute. You know a lot of the rural counties and rural cities don't have master's degree librarians. It's impossible for them economically but they still need the skill sets. So, this is one of the things that we do once a year for a whole week in conjunction with the Library School, which is alive and well with a brand new director down at the University of Arizona. We do an intensive training session. In the last nine years, we've helped 300 rural librarians to learn much more about how to do their job and help their public.

OneBook Arizona involved 75,000 people last year. I remember several of you reading for the first OneBook Arizona. This is an event in Prescott. Fifteen thousand of the 75,000 were children participated in OneChildren's Book AZ. Next year, OneBook is going to center on the Grand Canyon and the mystery of the Hyde couple, a fictional and non-fictional account about what happened to them.

Information Technology

The next picture is our Chief Information Officer, who's much more cheerful than he looks. [Laughter]. We could not get him to smile for this picture and he is not present because he's attending his son's wedding out-of-state. He works not only with us building our technological infrastructure but he works with state agencies and with

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Records Management and with our field work with cultural institutions. He works with our Digital Government Cluster and he meets with the CIO Council, GITA. He co-Chairs with Janet Fisher, our Technology Cluster.

Law and Research

Janet Fisher, Director of Law and Research. This is a shot of our main reading room. This is where our genealogical collection is, which is second largest in the state, and where Arizona specific research materials are; they're published materials. We were very happy the Family History Society of Arizona adopted us last year and gave us a \$1,000 grant, which allowed us to buy some materials for which we had had to cancel orders for lack of funds. We do a popular family lunch series on genealogy and presentations for groups based on these collections.

Next, is precious salvage. This is another way you can help us. These are documents that state agencies or individuals were outplacing. The state agencies were closing down collections or people were cleaning house and, we take them and if we don't need them we check with U of A, ASU, NAU, Phoenix and Tucson who are our back-ups and partners in our state document system. So, again, a plea, as you see people cleaning offices, tell them we'll throw it out. We'll pick it up and we'll work through it because you never know what you can find. We're still struggling to build awareness of the repatriated law collection here in this building, which we know now is very happily near our legislative staff. But it has had a drop in service from our Supreme Court Building. So, you know lawyers. Tell them we're alive and well and in the Capitol. Tours like this one help spread the word.

Records Management

Laurie Sletten, our Director of Records Management. Laurie is also new since our meeting last year. The first collage gives you an idea of some of the materials that Laurie and her staff have put together for education outreach. They go all over the state training people in cities, towns, school districts and counties about records management, taking advantage of all the technologies, becoming an ally as people and agencies try to redesign their work flow or improve their business practices. Laurie's also initiated state and local focus groups to talk to people about records retention directions and concerns.

The next slide compares and contrasts a couple of ways of getting information from bulky newspapers we're all familiar with and they're wonderful but they're fragile. The little white boxes down on the side are the microfilm made out of the content of the newspaper shown. That's a very important preservation medium but if any of you have ever tried to use it, it's very difficult. But, it is all readable and will last for a very long time. The CD ROM's on the top are the access medium. I once had an opportunity to talk to a science fiction author who was holding a CD Rom of his collected works over his head and saying, "Here I am. In perpetuity. I'm on this disc." I had to go up to him afterwards and say, "Actually, sir, don't spill coffee on it, don't leave it on the sun. And may not ever have the equipment you need when you're in your nineties to hear your

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own work. So you might want to think of something else.” It’s an access medium. CD ROM’s are for access, not preservation.

The next slides give you a quick tour of the records centers. You can see the scope of the records that we work with. It’s a pretty big place, lots of stuff. Unfortunately, the records center is also seriously out of room.

Museum Division

David Hooper, the Director of our Museum Division, and Chair of the Boards and Commissions Cluster. Here’s some of the excitement of the arrival of the Declaration of Independence. You remember that. 25,000 people came to see the original Dunlap Broadside. Pretty important event for us. Lisa Beyer of our staff was the point person on that. Lisa, I have it on good authority that her young son was starting to ask for identification that week when you finally did get home. [Laughter].

Another event is the Pearl Harbor Day event. Several generations got together, talked about several times of conflicts. As you know, Pearl Harbor has a special meaning of Arizona because of the USS Arizona. Ninety people helped us celebrate the reopening of the USS Arizona Silver Exhibit that day.

I hope you noticed when you came in, that our Capitol Restoration Project got a Governor’s Preservation Award this year. One of those Governor’s Preservation Awards is so, so precious.

Carnegie Center

(Wells) Then the last person, last but not least, is the person responsible for dragging us through the completion of all the logistics of this meeting is Ken Evans, the Director of the Carnegie Center and the Chair of our Outreach and Special Events Cluster. When Ken came last year, he’d just been with us a week when you all met him. We had asked him to bring up the Carnegie Center, to bring it back on line. Fifteen thousand people have been there since we talked to you last. I guess that qualifies as success. The Book Festival, OneBook Arizona, the many training and educational opportunities, as well. We have a whole computer lab there so you have a group that needs computer training, we can take care of it. The Carnegie Center also secured a Virginia G. Piper Charitable Trust Award to plan the Next Chapter, which, we talked to you last year, is the Life Options work. Next Chapter is the study of the change and nature of aging and retirement. We’ve applied for a subsequent grant to work with the state workforce. The Arizona Center for the book is also located at the Carnegie.

I’d like to thank Ms. Betty Ruffner. She’s been tireless in another thing, I think Ken is going to talk to you about real briefly, which is the Women’s Hall of Fame. Ken?

(Evans) Thank you GladysAnn. Mr. Chairman, Members of the Board, ladies and gentlemen. As GladysAnn said, last year’s meeting, I was only here for one week, so I could only share with you what we hoped to accomplish. It’s very nice to come back to you to share one of our greatest achievements and that’s continuing the legacy of the

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Arizona Women's Hall of Fame and I need to recognize Leslie Norton, of my staff, for the tremendous work in gathering together the stakeholders and keeping them on task. I would also like to thank you personally for your quick response when the ballots of this year's nominees were forwarded to you and you got back to us.

We will be gathering on Friday, October the 21st to recognize four inductees:

- Vera Johnson of Mesa, an educator and humanitarian, the first black principal and public school administrator in Arizona;
- Wynona E. Montgomery from Phoenix, an educator who championed improved benefits and support for teachers and, after retiring, became a special advocate for senior citizens;
- Clara Lee Tanner from Tucson, a University of Arizona archeologist, an educator, writer and authority on Southwest Indian arts and crafts; and
- Louise Lincoln Kerr, a composer, humanitarian and philanthropist whose impact was felt in Cottonwood, Flagstaff, Phoenix and Scottsdale.

The Board and the organizational committee has done a tremendous amount of work, so much work that they even came back to me just before we walked in and said, "Ken, there's a change on the Meeting Notice that lists the event as being from 2:00 p.m. to 4:00 p.m." They met recently; they changed that from 3:00 p.m. to 5:00 p.m. so please make that a note. October 21st from 3:00 p.m. to 5:00 p.m. at the Carnegie Center and we ask your presence, the Arizona Library Association also has a special presentation that they would like to make to you. Thank you very much.

(Speaker Flake) Thank you. Thank you very much.

Wells question: Mr. Speaker, are there any questions on what we've covered so far?

Speaker Flake response: Any questions? We've covered a lot. You've done a lot and you've done it fast. Congratulations. Any questions, comments? Thank you. We'll move along to the Action Items.

Speaker Flake question: Now would you like to vote on the Action Items as we go over each one or both of them cumulative or how, how would you like to do that?

Wells response: I think, as you know, the principle reason we ran some of these things to you is I need your public decision, you are our governing body with the authority we need to move forward. I think it might be better if we could briefly discuss each one and vote on them one at a time.

Speaker Flake response: Let's discuss each one, but you want a vote on them one at a time?

Wells response: Yes sir.

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Speaker Flake response: Okay. You just let us know when you need a vote there.

Wells response: Thank you, sir. Would you like me to summarize?

President Bennett response: I've got the motions.

Speaker Flake response: We'll vote on them, each one. Fine, go ahead.

Wells response: Okay, the first then.

ACTION ITEMS – PROPOSED BOARD MOTIONS, SUPPORTING DOCUMENTATION:

(Wells) Thank you, sir. And, again, all of these are listed in the lavender sheet and their back-up listed in the Table of Contents or let me know if you want me to find something for you, I'm sure I can. I have a color-coded guide right here. Getting ready for this meeting sometimes borders on the hysterical.

RULES – REMOVAL OF OUTDATED MATERIAL FROM THE ARIZONA ADMINISTRATIVE CODE

The first item has to do with our request that you ask the Secretary of State to remove the outdated information from the Arizona Administrative Code. The Attorney General opinion (#190-005) supports our request; it's in the appendix. It states that when an agency has been an executive department and has moved out of the executive, you do not need to go through the executive ruling-making process to remove material. And, unfortunately for us, the material that's there is now is thirty or more years old. It dates back to when we were a part of The Department of Administration. Probably nobody's ever done this. So, as I've worked with three Secretaries of State, all were fine about taking out inaccurate material but lacked a procedure or process. So, we finally decided that, if the Board would be willing to vote to request the removal of the outdated information, that would, at least, be a procedure for us and I'm afraid at this point, I'll let everybody else worry about themselves. So, that's the motion request before you right now, Mr. Speaker, Mr. Chair.

Speaker Flake question: Okay. Any discussion or any questions on this request? See none

MOTION: (President Bennett, Mr. Chairman, I move that the Board request the Secretary of State to remove outdated and inaccurate Library and Archives information from the Arizona Administrative Code. (Speaker Flake) Any second to the Motion? (Senator Mitchell) Second. (Speaker Flake), So moved and seconded. Any discussion? Any questions. See none. All in favor say "aye." (Board Members) Aye. (Speaker Flake), Opposed, nay. Ayes have it. So ordered.

(Wells) Thank you very much.

(Speaker Flake) Madam Director.

RULE MAKING AUTHORITY

(Wells) That's something that's been bothering me for seven years. Thank you. The next is related to our rulemaking authority and, on a goldenrod sheet in your packet, you'll see a compendium of where we have rulemaking responsibility. It's on page 121. Our rulemaking responsibility is very, very specific. It has to do with our collections or work with state agency in publications or records work. Very, very specific. Section of Arizona Statute, 141-1001 exempts the legislature, of which we are a part, from the Executive Rule Making process and 1012 asks the Secretary to State to print non-executive agency rules in the Administrative Code. However, again, it's not done all that often, so I'm asking the Board to request the Secretary of State to print our Board-approved rules, and I'm going to be bringing some to you in the next couple of months, in the Administrative Codes. And it'll be one-stop shopping for the citizens who need to know the entire state legal situation.

Speaker Flake question: Any comments, discussion? Would you make the motion?

MOTION: (President Bennett) Mr. Chairman, I move that we acknowledge the specific statutory rule making authority of our legislative agency, The Library and Archives, and request the Secretary of State to print the Library and Archives Board-approved rules in the Arizona Administrative Code per A.R.S. 41-1001(c) and A.R.S. 41-1012. (Speaker Flake) Discussions? Questions? I think we need a second to that motion. (Meg Burton-Cahill) I'll second. (Speaker Flake) Thank you. See no discussion and no questions, those in favor, say "aye." (Board Members) Aye. (Speaker Flake) Opposed, nay. Ayes have it. So ordered. Madam Director.

STATE PUBLICATIONS

(Wells) Thank you very much. The next item has to do with state publications and, as you will remember, and certainly House and Senate Research remembers vividly, last year we chased the ninety pieces of legislation that, despite Legislative Council's bill drafting manual that specifies that we be included in the list of entities to receive publications, didn't include us. I did not have a very good track record in getting them changed. It's very difficult for the Members to understand, really, what I meant. It's clear by statute that Library and Archives should receive these state documents, these are public documents, public reports, but I am hoping that, with the Board-approved motion, which I can then circulate widely, we might remind folks a little bit more. I'd really like not to drive Mr. Mitchell, Senator Tibshraeny and Mr. Huppenthal, or whoever else chairs the government committees next year, nuts over this issue again and I think that maybe this would help us. Any questions? There's a pink Government Information and Access Preservation item in your notebook on page 122. .

Speaker Flake question: Questions of the Director?

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President Bennett question: Mr. Chairman, I would have a question of Mr. Braun from Legislative Council. Michael, the proposed motion is simply to reconfirm the importance of the inclusion of Library and Archives in legislation that disseminates these to the variety of people that receive the reports. By so doing, are we going to have some practical effect on the drafting of legislation to, hopefully, include that more regularly instead of have to amend it on each one or?

Michael Braun response: Mr. Chairman, Mr. President, currently, the Legislative Council bill-drafting manual that the Members of the Council approved years ago requires The State Library to be in the list, the default list of entities that are supposed to receive reports. I think what you'll be accomplishing by passing this motion is you'll actually be reminding the other eighty-six members of the legislature that, that default provision is important and that they should be extremely careful if they want to change that default provision. But it won't really cause a practical problem in terms of drafting. That is the default that we use now.

President Bennett question: So that's what you should be already doing?

Mike Braun response: It's actually more effort for us to change it. I think what you'll also discover though, is quite honestly, sometimes members, some members, right now, feel that there are too many reports and, in feeling that there are too many reports, sometimes members say, "Let's really cut down on the number of reports that go out there." And we, we are powerless to tell a member how to draft their legislation. We recommend but sometimes they'll trump that and the other thing that I think you discover in reality is we don't do all of the drafting. Many times amendments are drafted but we don't actually draft and a motion like this will remind other drafters of the importance of including the Library in their list.

(President Bennett) Okay.

Speaker Flake question: Any questions?

(President Bennett) Mr. Chairman?

(Speaker Flake) Yes.

MOTION: (President Bennett) I would move that the Board reconfirm the importance of inclusion of the Library and Archives in the list of recipients for all state publications. I won't go through the example in the motion. (Speaker Flake) Second to that motion? (Senator Mitchell) Second. (Speaker Flake) Any discussion? Any questions. See it none. All in favor of the motion, say "aye." (Board Members) Aye. (Speaker Flake) Opposed, nay. Ayes have it. So ordered. Madame Director.

ARIZONA HISTORICAL RECORDS ADVISORY BOARD

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(Wells) Thank you very much and thank you for your attention--and your question, Mr. President. Arizona Historical Records Advisory Board is the next topic. As I mentioned to you, last year, we were able to eke out a little money \$3,000 to do some small grants for local records and we were able to get that matched with federal money from the National Historical Publications and Records Commission. Unfortunately, there is no money for local records work, except for what various states can pull together. We've been able to save a little bit of money out of our bottom line to up the ante to \$10,000 this year and, when I talked to the head of the National Historical Publications and Records Commission, asked if he would match that, he said, "Well, I look forward to your Board's comment on the matter." So, I come to you to ask for another little lever in my request to the National Commission to match a little higher amount so that we could do a larger grant program. There is an item in your packet, which details the amount of money last year, it's on page, it's in tan, it's on page 127. Not a lot of money but it does an enormous amount of good in places where there are unique Arizona records and no money at all to help people organize or preserve them. So, I would love a motion that I could then take to the National Commission and say, "Hey, my Board liked this idea. They went for it and it's going to cost you \$10,000 more."

Speaker Flake question: You're talking about page 127, is that?

Wells response: I think that's—,

President Bennett question: It's the list from last year.

Speaker Flake response: Okay.

Wells response: -- that's the list of who or what got funded, this last year, sir.

Speaker Flake question: Any questions of the Director? Mr. President.

MOTION: (President Bennett) Mr. Chairman, I move that the Board support the extension of the 2003 pilot program for local records preservation and access program sub-grants and encourage securing additional federal matching funds from the National Historical Publications and Records Commission. (Speaker Flake) Is there a second? (Meg Burton-Cahill) I'll second that. (Speaker Flake) Any questions, any comments? See it none. All in favor of this motion, say "aye." (Board Members) Aye. (Speaker Flake) Opposed, no. As done, so ordered. Madame Director.

(Wells) Thank you. I don't think he was in any grave doubt that you wouldn't like the program. I just think he wanted a little bit more support and interest as well.

RECORDS RECOVERY

The next topic is another records topic, it's records recovery. Right now, although by law, it is illegal to have an official Arizona record outside of the custody of the local or state entity that supposed to have custody of it, we're finding that on E-bay and private

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auction houses, some older records are turning up for commercial sale. We don't have the legal authority to stop that sale. An entity like E-bay will only listen to the Attorney General of the State, for example. So, what we would like to ask the Board to do is to ask the Attorney General to conduct a national legal analysis. We've got a pretty good ideas of what states are involved in this. There are more than twenty that have already taken some action along this line. There are some examples in the Appendix and there is also a Summary Sheet that's in green in your notebook page 128. We think that our Attorney General could look at the issue and look at the research we've done that, perhaps, he could come back to you all and to the legislature and suggest legislative language. We're not at all interested in wresting out of a family's hands something they consider part of their family tradition but, I am interested in having access to it and perhaps encouraging the family to leave it to us in perpetuity and I'm really stubborn about not wanting it to be sold at a public market.

Speaker Flake question: Questions of the Director?

(President Bennett) Mr. Chairman

President Bennett question: Madam Director, the proposed motion refers only to asking the Attorney General to conduct an analysis. Since the Board does not meet often, is it also the intent that, based upon that analysis, you would like the Board's expression of support to the legislature to adopt the recommendation, or pass statutes to implement the recommendations from the Attorney General or are we just asking the AG to do a review.

Wells response: Mr. Chairman, Mr. President, I think that what I would have assumed to do and it's certainly up to you, whatever the Attorney General came back with suggestions, I would bring to each of you –

President Bennett question: Again?

(Wells)-- again.

President Bennett question: Later?

Wells response: Yes.

President Bennett response: Okay.

Wells response: And either in a meeting or separately. It would be wonderful if we could get a sense of the Board that this is an issue that the Arizona legislature needs to look next session. That, of course, does give it a little bit more oomph and I know when The Speaker and I talked about this, we were concerned about setting a time frame so that we had some response before next session.

President Bennett response: Okay.

Speaker Flake question: Mr. President, would you like to make the motion?

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MOTION: (President Bennett) Mr. Chairman, I move that the Board ask the Attorney General of the State to conduct a national legal analysis review of the various approaches to safeguarding states' official records and prohibiting the commercial sale of those records and that we also request the Attorney General to suggest appropriate legislative solutions for January 2005 Board and legislative consideration. (Speaker Flake) There any seconds? (Meg Burton-Cahill) Second. (Speaker Flake) Moved and seconded. Any comments or any questions from the Board members? See it none. You have heard the motion. All in favor vote "Aye. (Board Members) Aye. (Speaker Flake) Opposed, nay. Ayes have it. So ordered. Confidentiality, Madam Director.

CONFIDENTIALITY

(Wells) Thank you. Also, in your appendix there is a list of over 300 separate items that are confidential under Arizona law. Now, the legislature's made a start in this direction by allowing us to have birth records available for public research after 75, death records after 50. Currently, 39 other states have looked at their list of confidential records and have realized that some of them, in time, can be released for research purposes provided the time allowed ensures the protection of personal privacy, which is always a significant issue. Some should never be. What we're asking for is the Board's endorsement to have us study this and come back to you with suggestions because it will take some time. I'm sure if you read down that list, you can imagine the numbers of groups and types of groups that would be very interested in having a discussion probably about each and every one of them. But, our hope is that, gradually over time we would be able to make some attempt with some of this material at least for public research purposes.

Speaker Flake question: Any questions of the Director? Is that part of a motion or just approval of the Board to do it?

Wells response: Well, Mr. Chairman, I set it up as a motion --

Speaker Flake response: Oh, let me --run that by the motion, then.

(President Bennett) Mr. Chairman?

MOTION: (President Bennett) I move that the Board direct the Library and Archives Department to review confidentiality laws in other states and make legislative recommendations to the Board for our consideration. (Speaker Flake) Second? (Meg Burton-Cahill) Second (Speaker Flake) any, move to second it? Any questions or comments? See it none. Those in favor of this

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motion, say "Aye." (Board Members) Aye. (Speaker Flake)
Opposed, nay. Ayes have it. So ordered.

(Speaker Flake) Great, now the Centennial.

(Wells) Thank you, Mr. Speaker

CENTENNIAL

You know about our concern for the Centennial. Although I've talked to you a little bit about this, there are letters in your packet, the most recent one being from Richard Sims who couldn't be with us today (Sharlot Hall Museum, Prescott Historical Society). We all got together in the end of May to talk about the Centennial, those of us who are the state history and heritage institutions. We started to really worry about how it was going to be planned. So, in your packet on page 132, you have a description of the Centennial process in yellow and on page 132 is the draft legislation. On page 135 are the various letters from people, such as Dr. Anne Woosley of the Historical Society, Dr. Lidman who's here in the audience, Richard Sims, Hartman Lomawaima from the State Museum, Jim Garrison, the State Historic Preservation Officer, some others that, that I am missing at the moment. But, as we talked, we realized that many of us are members of the Arizona Historical Advisory Commission. This is a commission that's under our auspices and that a previous Board had asked us to take a very hard look at because there have been changes over the years that have not been reflected in changes of statute. It was set up primarily as a sort of a preservation board but it's received the responsibility of input during reforming social studies curriculum, for approving all historical texts used in Wesley Bolin Plaza and, more recently, doing the agricultural heritage district decisions for designations. So we think with this language that's in the proposed bill, we could both provide for coordinating a group for the Centennial [pointing] and that wonderful map was given to me by Mr. Driggs now stretches from Papago Park which we all know very well and goes all the way to the Capitol. And, what Dr. Woosley pointed out to me is that if you walk from Papago Park to the Capitol, you hit a lot of historic monuments and historic buildings. So that's there to give you an idea of the scope of just in Phoenix what we could do. One of our main concerns, though, is that the Centennial be celebrated around the state, across the depth and breadth of the state by small institutions as well as big ones and that we come out of it with a legacy that informs and improves the teaching and the research of Arizona history. Not that I have anything against parades and fireworks, but I think we could do better than that. So, we put forth this idea and, if you do approve it, I will be asking every one of you to help me find sponsors for this legislative session because I am happy to also note I received this message from the Governor's staff and she approves of this method for coordinating the Centennial. I was able to talk to her about it briefly and with her staff at some length. We are very happy, and that perhaps we have something we can all agree on!

Speaker Flake question: Any questions of the Director? I'm just wondered if you could have, as a part of this, a little stronger emphasis on having a new Capitol bill by the year 2012, which is one of my dreams and aspirations and I'm not going to let that go but I guess we don't have to have a part of this motion.

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(Wells) Mr. Chairman.

(Speaker Flake) Let it be known. Let it be known that I'm not going to give up on this match.

(Wells) If you let me build an archives building, I'll come back – and help you build another Capitol.

(Speaker Flake) I am very serious about this and, and had the opportunity this past week to talk to the Department of the Speaker of the House in Utah where they are just moving out of their beautiful big Capitol that shows a lot more dignity than, not than more dignity than our old Capitol, but our old Capitol's simply a place for the archives and museum now. And, and they are moved out of that into temporary quarters while they are remodeling their capitol to make it more serviceable and I thought we ought to be building one, you know, somewhat like that and that's still my dream to have a Capitol that's designed after the beautiful architecture of this old Capitol that will meet the present needs where the Senate and the House work together in the same building instead of them and us. I, I will make it much more functional and I think it's something that should be done and dedicated in the year 2012. But, anyway, enough of that.

(Speaker Flake) I was just -- that was just thrown in for free.

(Speaker Flake) Mr. President

MOTION: (President Bennett) Mr. Chairman, I move that the Board endorse the development of legislation to revise the Arizona Historical Advisory Council to reflect current practices and legislative intent and to provide Centennial coordination and planning with the understanding that AHAC assist in the coordination of the Centennial between public and private entities; that it serve as a central state agency coordinating council for the Centennial and that, through the Library and Archives, receive and disburse funds. (Speaker Flake) Do I hear a second to that motion? (Senator Mitchell) Second. (Speaker Flake) Are there any questions or, or discussions on the motion? I see none. Those in favor, say "Aye." (Board Members) Aye. (Speaker Flake) Opposed, nay. Ayes have it. So ordered.

(Wells) Thank you.

(Speaker Flake) Now, Madam Director, let's go to the budget.

(Wells) Thank you very, very much

LIBRARY AND ARCHIVES BUDGET

I will note that we have prepared a one-year budget. We have not received any instructions from the JLBC to prepare a two-year budget so that's what you have before you. With your permission, as we fill out the Governor's OSPB budget forms, we'll perhaps increase these figures to show a slight increase and assume that we'll look at

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them again. I come to you with hard numbers. In 2003, our budget was going to be nearly \$8.5M, we did 10 million access service deliveries. That's when we gave someone an answer, provided records scheduled or did something very direct for someone's life or work. Our budget dropped to \$6.56M and yet our services have increased over to 20.7 million. We've done fund-raising. We know that we've been very good at that, and there's a summary document in your packet that summarizes all of our grants that we've received and it's over \$24M since we started to keep track in '97. We can't fundraise, either private or other public money for operations such as the storage of state records, archives and artifacts, the selection, acquisition, access and organization of born-digital government information, salaries, staff needs, ongoing Arizona-related book or journal purchases and computer maintenance fees.

And this budget summarizes a request that would add back four positions to our staff--we've lost 15 full-time positions, five of which were filled at the time. These are very detailed positions: Director of Development because of the enormous number of places we do fund-raising, fund-raising not just for ourselves but for all Arizona Cultural Institutions. A secretary, for the Boards' and Commissions, as you can see you have a fairly lengthy list of groups that we have to take care of. A law librarian, unfortunately, the people we had with credentials of law and librarianship left when we moved, so we have a very big hole there and a Digital Government Information Specialist. We have retrained the staff and we're not afraid to do that. We do have to have a certain number of warm bodies to be able to shift through these ongoing changing needs and we'd love an influx of some new talent and skills. We're also asking for a small amount of money to support our Boards' and Commissions. There are private citizens who work on these for the most part and we do pay their travel, reimburse their lodging, and so forth. We also pay printing and mailing costs. Another big issue for us is our book budget. As you can see, there are several charts. One details the inflation and legal materials, that's in blue, and one that details the inflation in general library materials.

In 2002, our book budget was \$500,000. Half a million dollars is now \$200,000. That's where a lot of the cuts came. We were able to do some one-time (earlier Board approved) solutions but as you all know, if you buy paperbacks for yourselves, that this amount of money doesn't go very far, especially faced with the inflation that we're facing which is cutting into our purchasing power. So, we're asking for an increase in our book budget of \$150,000. Our current book budget is about the size of a small city library or overall county not what the whole state needs. You also realize the Library's pay in advance for multiple uses. If you buy Time magazine, you pay one price. We pay about triple, because we have to pay ahead for multiple uses of our materials.

The next has to do with how much technology under girds everything we do. Computer maintenance is really a difficult thing for us and, although I would like to be asking for the quarter of a million dollars in computer operating that was in the 2002 budget, I'll wait and, hopefully, our overall budget improves and come back and talk to you next year about that. I'm just asking for consideration of \$60,000 for core computer maintenance because everything we do requires technology support.

[GAW distributing clear plastic bags containing pennies as she speaks]. You may have been wondering about the pennies in front of you. Well, I'd love to tell you about those

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pennies. There are twelve of them. That is currently what the State of Arizona invests in public libraries per capita on an annual basis. This request would add four more

It's not a lot of money if you want a cup of coffee or you want to buy a reference book, it's really not a lot of money but it's important money because it leverages local money. In many areas of the state, there would be no library service if it were not for the state funding that has to be matched with local funds. Across the country, we are the lowest in the country in public library support. Normally, the average is about one to three percent federal, five to eight percent state and the rest 80 – 90% is local. So, we are asking that you move forward to JLBC and appropriations committees a quarter of a million dollar increase for our state grants and aid program.

The final is our Newsline service. This is a service done for folks who can't read a newspaper like you and I do. Using their telephone, they can access local and national newspapers and be current with the things they need to vote on and decide about. This is one of the things that was lost when our budget was reduced a couple of years ago. We've managed to keep it going; we've matched the money through DES and a lot of effort went into that as well and so I'm asking for your consideration of this because our future match is uncertain.

I'd be happy to take any questions.

Speaker Flake question: Any questions.

President Bennett question: Mr. Chairman, Madam Director, do the pennies represent the entire budget of the department or the grants in aids part?

(Wells) – Grants and in.

(President Bennett) -- grants in aids. Okay.

(Wells) I'm good, sir; I'm not that good.

Speaker Flake question: Let me just get this straight, Madam Director. Your, your appropriation has been reduced to \$6,565,800 and with what you're requesting, how, what would it bring it back to?

Wells response: It would be restore about \$775,000 of over a \$2,000,000 cut.

Speaker Flake question: Any other questions?

President Bennett question: Mr. Chairman, Madam Director, are these listed in order of priority by chance or is there any prioritization?

Wells response: Well, after we once get to talking about the new building, Mr. Chairman, Mr. President –

(President Bennett) So, that was \$35,000,000?

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(Wells), nodding, needs the staff is indeed our most critical need. Beyond that, we actually need all of these other things. I would have to say the State Grants in Aid and the book budget are right up there. Outdated law books are useless and law materials are expensive. I don't think it's an outrageous increase and all I'm really asking the Board is to empower me to go forward and fight for it.

(President Bennett) Good.

(Speaker Flake) Any other questions? Mr. President.

MOTION: (President Bennett) Mr. Chairman, I move that the Board recommend the proposed Library and Archives budget for consideration by the Joint Legislative Budget Committee and appropriations committees. (Speaker Flake) Is there a second to that motion? (Meg Burton-Cahill) I'll second it. (Speaker Flake) Any discussion or any questions? See it none. All in favor of the motion say "Aye." (Board Members) Aye. (Speaker Flake) Opposed, nay. Ayes have it. So ordered. Let's go to work on it.

(Wells) Thank you, sir.

(Speaker Flake) You're welcome.

(Wells) I feel as I did when the house and appropriations committee passed our \$2,000,000 design amount without a negative vote, I did sort of feel like I do now which is I feel as though I'd like to cry. Any other questions, sir?

Speaker Flake question: Any other questions? It's appropriate to have a call to the public. Anybody from the audience. Any comments or questions or suggestions. Yes?

Ruffner response: Mr. President [sic], I would like to thank you for delegating authority for the 2012 services, the 100th anniversary of this state, to the Arizona Historical Advisory Commission. My husband was on the 75th and I'd like to help run it, on this one. And I know they'll do a good job.

(Speaker Flake) I think that ought to be the greatest celebration this state has ever seen, when this state reaches its 100th year, why, we ought to have a grand affair. I'm just, I think that that's a great achievement in this state and you people are the best ones for making it very successful. Any comments from the Board members?

CLOSING REMARKS

(President Bennett) Mr. Chairman, on behalf of the Board and the legislature, I just want to express our appreciation to the Department, to the Director, all of the directors of the various sub-departments, for all that you do to maintain the history and records of our state. These have been a tough times last couple of years and you've demonstrated a willingness to work with us as we've had to fight through some budgetary challenges and, hopefully, we're on the up, a brighter horizon of being able to consider some

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options of moving forward again but thank you for all that you do for the state and thank you for working with us through some difficult times.

(Burton-Cahill) I agree. Absolutely.

(Mitchell) I agree.

(Speaker Flake) I think we all echo those sentiments and I think you, inasmuch, as in the amount you have been cut in the last couple of years, I think your requests are quite modest and I, for one, will sure go to work to see that we restore your budget by that much. And, I would like to say it's been a joy working with the Director and working with all you folks in what I consider a very important part of the State of Arizona. I admire your dedication. It's great. That aside, I'm glad you're still here.

(Speaker Flake) Some of you may know that she [the Director] has had offers to go elsewhere and she has chose to stay with us and we are happy that you're still here with us. Thank you very much. Any other comments from anybody? Well, I declare this meeting adjourned.

ADJOURNMENT

(Wells) Thank you, sir.

Respectfully submitted,

Claire Ferreira
Executive Assistant to the Director
Arizona State Library, Archives and Public Records